

POLICE PLANNING AND TECHNOLOGY MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Police Planning and Technology Manager position exists is to oversee the Planning and Research unit of the Police Department. This position formulates plans, develops forecasts, and makes recommendations to strategically position the department to meet current and future needs. Exercises direct supervision over professional and technical staff. Work is performed under general direction from the Police Administrative Services Director.

ESSENTIAL FUNCTIONS

Plans, organizes and directs the activities of the Planning and Research Unit in the Police Department. Responsible for developing, directing, and implementing police technology projects and research projects with emphasis on employee improvement and teamwork. Establishes long-range and short-range strategic plans to meet the goals of the police department in seeking methods to improve service delivery

Communicates with other governmental jurisdictions on police-related issues and concerns, and, when appropriate, develops and implements agreements. Prepares comprehensive, detailed recommendations and reports.

Performs research studies, feasibility studies, needs assessments, cost/benefit analyses, cross impact studies, and management studies.

Negotiates, monitors, and administers professional contracts. Serves as project manager for technology acquisition. Responsible for the development, design, funding, selection and acceptance testing of police technical projects; procures and negotiates with vendors.

Plans, organizes and directs the work of a professional level staff; accomplishes objectives through innovative management techniques; reviews work to ensure conformance to established procedures; advises and provides technical assistance to police management projects

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Complex project management and control techniques;
Database management systems and applications;
Computer control systems;
Leadership planning and administration;
Strategic planning and competitive analysis methodology;
Laws, policies, and regulations governing the purchase of commodities and services for the City;
Information technology concepts and practices;
Word processing/office systems equipment;
Measurement practices including budgeting;
Industry trends involving information technology; and
Principles of change, problem, and asset management.
Principles and practices of supervision and personnel administration.
General Orders and Operation Orders

Ability to:

Manage one or more large-scale projects simultaneously.

Explain complicated and technical information in simple, non-technical language in both verbally and in writing.

Compile reports from a wide variety of sources;

Make oral and written presentations to senior internal and external audiences.

Act as a liaison with internal and external information services providers across multiple projects and services.

Establish and maintain effective working relationships with fellow workers and representatives from other City departments.

Develop and maintain good interpersonal skills regarding teamwork, cooperation, motivation, and listening.

Make and act on decisions impartially and objectively.

Exercise initiative and creativity in the improvement, development, and implementation of Information Technology projects.

Confer with user representatives and outside vendors on operations and project technical problems.

Coordinate and evaluate the work of assigned project staff in conjunction with the project.

Logically analyze and synthesize complex systems to develop satisfactory solutions; and negotiate and facilitate conflict resolutions working in conjunction with Senior Project and Services Leaders as needed.

Produce written documents in the English language with clearly organized thoughts using proper sentence construction.

Comprehend and make inferences from material written in the English language.

Education & Experience

Requires a Bachelor's degree in Criminal Justice, Public or Business Administration, or related field, and four years recent related experience. Must have experience in strategic planning, research, crime analysis and technology applications. Experience with development, negotiation, and administration of professional contracts is preferred. A minimum of two years supervisory experience is required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified